

Student Worker Job Description–Museum Collections

Reviewed/Updated: November 14, 2022

Student worker position in the Museum Collections section assisting staff with processing the department's artifact collections.

Pay Range:

\$11.00 per hour for an undergraduate student (History or Anthropology major preferred)

\$14.00 per hour for a graduate student

Responsibilities:

- Catalog new artifact collections (involves writing a physical description of the artifacts and a brief history of their use, taking photographs of the artifacts, recording other pertinent data, and entering all files and data into a museum database called PastPerfect).
- Inventory artifacts in the permanent collection and update the corresponding records in PastPerfect.
- Assist staff with properly storing artifacts.
- Assist with research requests for artifacts in the collection.
- Organize artifact control files.

Requirements:

- Attention to detail
- Ability to work independently
- Ability to lift or carry objects weighing 25-50 pounds
- Interest in and familiarity with American history
- Familiarity with Microsoft Word and Excel
- College-level writing skills.
- Maintain appropriate business casual attire. All clothing should be clean, neat, and professional.

Hours:

- Flexible hours depending upon class schedule and needs of department up to 24 hours per week.
- Availability on weekdays between hours of 8:30 a.m. – 4:30 p.m. and occasional Saturdays.

Submit completed ADAH Student Application Form to ryan.blocker@archives.alabama.gov or call Ryan Blocker at 334.353.4717 for more information.



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